

Evaluated every class

Environmental Control

Maximizes the comfort and learning potential of the environment through light, sound, degree of clutter/trash, and other sensory experience

Maintains classroom clutter, books, décor upon entry and exit

Board Monitor

Erases notes/information from any previous class

Posts a relevant quotation each class

Writes important information as needed on the board

Erases notes/information upon exit

Visual documentarian

Gathers information from notes in class and represents visually

Displayed in class or on a shared class webpage (wiki)

Monitors access of visual information (how many people access, refer to in class)

Written documentarian

Works on team to write down, for whole class use, all activities (verbal and non-verbal) in class

Makes notes available through wiki or in-class system and tracks access

Secretary

records board configuration (agenda, objectives, homework, including any changes that occur before the end of class)

Tracks access of agendas

Coordinates with Manager of Standards and Objectives to align activities with learning goals

Coordinates with Minister of Bureaucracy to ensure any absent students get handouts

Master of Attendance

Reports, at an appropriate time (after the bell and when the teacher can record absences), the names of absent and tardy students

Evaluated every 2 weeks

Designer

once per term +10 bonus for each successful evaluation of class jobs overseen

Manages activities of Wordsmiths, Board Monitor, and Environmental Control with the aim of creating comprehensive visual “theme” or organization.

Coordinates design of class wiki (and any other class-wide communication) with Technology Manager

Maintains class seating arrangement

Documentation Manager

once per term +10 bonus for each note-taker/documentarian overseen that receives successful evaluation

works with team to divide note-taking responsibilities

dictation (recording/writing everything spoken in class)

outlining, arranging with class goals

identifying key concepts (with Project Manager),

sets access goals and tracks if they are met (studies whether students use notes, refer to notes in class discussion, access/edit notes on wiki)

Minister of Bureaucracy

ensures any school-wide activities that are carried out through English class are done so in a timely and efficient manner.

Alphabetizes work to be graded

Manages handouts/materials for all students (passing out papers, keeping extra copies for absent students, etc.)

Your first task is proofreading this handout and making any suggestions for revision/clarification.

Wordsmith

Construct and maintain a “word wall” (class-specific or with other classes)

Track words discussed in class

Differentiate general vocabulary words from course-specific terms

Manager of Standards and Objectives

Learning goals accompany every class agenda

Learning goals accompany all “unit” as designed/organized by Project Manager

Learning goals are communicated to all students

Evaluated 2 times per quarter (Progress Reports, end of term); Bonus once per term

CEO

responsible for monitoring the carrying out of class positions; summarize the work products of all class workers (one- two times per grading quarter); manage “substitutions” when key positions are absent; alert teacher to needed positions or deficiencies; report on how the class could improve in its cooperation and culture

+10 bonus for each class member that receives a positive evaluation

Minister of Culture

responsible, with “Environmental Control” for seat arrangements and more “abstract” aspects of the class environment: respect for others, degree of sharing and friendship, level of stress/confusion, and any concerns students have about the course or teacher. This includes “ombudsman” responsibilities—reporting concerns to the teacher and fielding multiple requests, turn-ins, etc. to a streamlined process from class to teacher.

- ☐ Environmental Control
- ☐ Designer
- ☐ Minister of Bureaucracy
- ☐ Master of Attendance
- ☐ Board Monitor

+20 “bonus” (extra credit) for each department member with a positive evaluation

Technology Manager

ensures whole class participation (through announcements, marketing, rhetoric) in a “portal” to share information: may be a wiki, blog, or combination of web sources and in-class sources. Identifies technology needs in class and identifies ways technology can make class learning more fun and efficient. This position includes the responsibilities of a “webmaster” position.

Technology Manager

- ☐ [Visual Documentarian]
- ☐ [Written Documentarian]
- ☐ [Secretary]

+10 “bonus” (extra credit) for each technology goal met

Technology goals:

- must be measurable
- must be related to AP English Language and Composition Goals and/or Florida Sunshine State Standards and/or MYP (Middle Years Programme) Language A Criteria
- must be communicated to all applicable jobs

Project Manager

identifies key units as they are completed in class and works on best way to compile work of Secretary, Board Monitor, Visual and Written Documentarians, Technology Manager, and Manager of Standards and Objectives for the purposes of review, discussion, and study.

- ☐ Notes Manager
- ☐ [Secretary]
- ☐ Wordsmith
- ☐ [Visual Documentarian]
- ☐ [Written Documentarian]

+20 “bonus” (extra credit) for each department member with a positive evaluation